

National Institutes of Health Personal Custody Pass		Both sides of form must be signed to be valid.
Typed Employee Name		
Bldg/Rm		
Office Phone		NEDS #
<p>By signing below you are certifying that you will only use the property for the performance of your official NIH duties; that you will return the property when it is no longer required for that purpose; and that you will protect and preserve the property while in your possession. You may be held financially liable for property that is lost while in your custody.</p>		
Employee's Signature		Pass Expiration Date
		
Decal #	Description	
By my signature below, I authorize the holder of this card to remove and return the listed items in connection with their official duties at NIH.		Date Issued
Supervisor's Signature		NEDS #
		
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List of Unrecorded (Non-Accountable) Items

Serial #	Description	Qty.

I certify that I changed the status for all recorded (accountable) items to "Personal Custody" in the property management record system. I will retain a copy of this document on file and will notify the holder of the need to return the items by the specified end date.

Property Account Manager's Signature



Date Entered

NEDS #

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Instructions For Completing Form NIH 2839

Personal Custody Pass

This form is used to document the assignment of personal property items, both recorded and unrecorded, to an individual NIH employee. It authorizes the removal of personal property from NIH premises exclusively for performance of official NIH duties. Other uses of property are prohibited by law and regulation and may result in disciplinary actions and/or prosecution.

The card may be folded and should be retained on the employee's person while they hold NIH property in their custody. The form is not complete unless it is signed by the requester, the supervisor and the property account manager. Use of this form by contractors, grant or CRADA recipients, and/or other individuals not in the employ of NIH is prohibited.

Instructions for the Employee

By signing the form you are certifying that you will only use the property for the performance of your official NIH duties; that you will return the property when it is no longer required for that purpose; and that you will protect and preserve the property while in your possession. You may be held financially liable for property that is lost while in your custody.

Side One:

Typed Employee's Name.....Use last name, first name format.

NEDS #Enter the NEDS number from your NIH identification card.

Pass Expiration DateEnter the date that the items will no longer be required for performing your official NIH duties.

Decal #If the items are identified with decals identifying the items as "Property of NIH" and bearing an identification number, that number must be placed in this space.

Description.....Generally describe the item, e.g. computer, monitor, personal digital assistant.

Side Two:

Serial #If the item is not identified with a numbered decal as described above, but does carry a serial number assigned by the manufacturer, list it here.

Description.....Generally describe the item, e.g. desk, chair, cell phone.

After completing these data items, submit the form to your supervisor for authorization.

Instructions for the Supervisor

By signing the form, the supervisor authorizes the employee to remove the property for use, exclusively in the performance of official NIH duties, from NIH premises. Before signing supervisors should assure that all listed items are required to perform the employee's duties off-site. To prohibit the addition of unauthorized items, supervisors must place their initials in any unused description fields on the form.

Supervisors should also review the expiration date. For full time permanent employees, the Supervisor may authorize use off premises for the period they determine the items will be required for performance of official duties. For temporary employees and visiting scientists the expiration date may not exceed the last day of employment less one week.

Supervisors will assure the return of all property prior to releasing any employee leaving their employ, even if that employee is transferring to another NIH activity.

Instructions for the Property Account Manager

The Property Account Manager must change the status of recorded items to reflect that they have been become "personal custody items." After changing the status, the Property Account Manager must sign the form, date it, and write his/her NEDS identification number in the adjacent block.